

CLASS TITLE:

**ASSISTANT DIRECTOR
FOR HUMAN RESOURCES
(DCYF)**

Class Code: 02506500

Pay Grade: 42A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Children, Youth and Families (DCYF) to be responsible for planning, coordinating, directing, and controlling a comprehensive personnel and labor relations program, and a comprehensive training and development program; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Executive Director Administration – DCYF with considerable latitude for the exercise of initiative and independent judgment; work is reviewed for results obtained and for conformance to pertinent laws, rules, and regulations.

SUPERVISION EXERCISED: Plans, directs and coordinates the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Children, Youth and Families, to be responsible for planning, coordinating, directing, and controlling the department's functions relating to personnel, labor relations, staff training and development.

To be responsible for the development and implementation of personnel and labor relations operations in connection with the recruitment of departmental personnel in accordance with the Merit System Law and accompanying rules.

To coordinate and be responsible for modern payroll system conforming to state policy.

To coordinate and be responsible for a comprehensive equal employment opportunity and affirmative action plan.

To research and prepare special or recurring reports containing facts, analyses, and recommendations with respect to departmental personnel procedures which are consistent with existing policies, objectives, rules and regulations.

To submit necessary information relating to classification, employee status, suspensions, dismissals, reinstatements, reemployment, examinations, and salaries.

To assist with the development of the departmental budget as it relates to training, personnel, legislation, and employee relations.

To evaluate departmental programs relative to determining training needs independently, or in consultation with appropriate staff as subject matter specialist.

To provide supervision to the training staff engaged in various in-service programs.

To ensure coordination of in-service training programs with the Division of Personnel Administration.

To develop and coordinate in-service training programs to improve the effectiveness of departmental employees.

To ensure compliance with all pertinent state and federal regulations.

To ensure appropriate resolutions of grievances and management and labor disputes.

To establish and maintain a system for organizational development and for optimum staff utilization.

To be responsible for following and interpreting legislative and court decisions which affect the application of laws, rules, regulations, and contract interpretations concerning labor relations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of public administration and the ability to apply such knowledge in the direction of personnel, labor relations, and training functions; a thorough knowledge of the Merit System Law and Personnel Rules and the ability to interpret and apply such Act and Rules; a working knowledge of the principles and practices of departmental personnel training and employee relations program and the ability to apply such principles and practices; the ability to make complex, fact-finding studies and prepare analyses and reports thereon involving personnel policies; the ability to establish and maintain effective working relationships with subordinates, associates, and superiors in relation to the development and maintenance of efficient personnel systems; the ability to evaluate the work of subordinates, and assess staff utilization; the ability to prepare agendas and to address the public, both orally and in writing; the ability to prepare agendas and to address the public, both orally and in writing; the ability to develop policies and procedures related to personnel and employee relations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from college of recognized standing with a degree in business administration, management, or a related field; and

Experience: Such as may have been gained through: considerable employment in a highly responsible position in a human resource management program of a large private or governmental organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 28, 1996

Editorial Review: 3/15/03